

ANNOUNCEMENT NUMBER: 14-04

OPEN TO: U.S. Citizen Eligible Family Members (USEFMS)
All Agencies

POSITION: WAE Security Escort/Roving Administrative Clerk, FSN-5; FP-09
(To be confirmed by Washington)

OPENING DATE: March 21, 2014

CLOSING DATE: April 04, 2014

WORK HOURS: When Actually Employed (WAE); up to a maximum of
40 hours/week

SALARY: \$32,282 per annum (starting salary)

LENGTH OF HIRE: Duration of individual assignment(s)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://af.p.state.sbu/sites/EX/Niamey/Lists/Job%20Opportunities/AllItems.aspx>

The U.S. Embassy in Niamey is seeking **qualified individuals for two positions of When Actually Employed (WAE) Security Escort/Roving Administrative Clerk** in the Facilities Maintenance Section (FMS).

BASIC FUNCTION OF POSITION:

Escort non-cleared personnel and outside contractors into Controlled Access Areas (CAA) and/or non-CAA for the performance of their duties. On an as-needed basis, provide temporary clerical and/or functional assistance to other officer within the mission.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-61, ext. 4015/4479.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** US High School diploma.
2. **Prior Work Experience:** one (1) year of clerical experience at a U.S. Embassy.
3. **Language:** Level 4 English fluency (written and spoken).

4. Knowledge: Must be familiar with USG regulations as security procedures. A working knowledge of Microsoft Office applications is required.

5. Skills and Ability: Basic keyboard skills and computer literacy. Ability to remain alert at all times and uses judgment in reporting questionable or suspicious activity is required. Ability to work a flexible schedule, often on short notice is required. Well developed interpersonal skills are required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a **Top Secret** level security clearance. EFMS must have 12 months remaining at Post.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at:
<http://af.p.state.sbu/sites/EX/Niamey/Lists/Job%20Opportunities/AllItems.aspx>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B); **or**

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4015/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: April 04, 2014 at 13:00 pm

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.

APPENDIX A: DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under Chief of Mission authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

6. **Ordinarily Resident (OR)** – A foreign national or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

APPENDIX B

If applicant submits a résumé or curriculum vitae, s/he must include the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (*Yes or No*) and status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- U.S. Social Security Number and/or Identification Number
- Eligibility to work in the country (*Yes or No*)
- Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- Days available to work

- M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References